Time Cards in FAMIS

Entering Time Cards

Click the "Labor Charges" button on the main menu. The following window will appear:

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Enter data from the time cards as follows on the next page -

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| | WO Number | Location | WO Description | Hours | Task Code | Pay Code | Labor Class | Shift | Comments | Done? |
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| | S0900229 | OCAM | UR - SHOP TIME | .50 | | REGULAR | CLASS | 1 | | □. |
| | S0900234 | OCAM | UR - MEETINGS, SEMINARS | 1.00 | | REGULAR | CLASS | 1 | | □. |
| | W0153913 | OCAM/694 | HOUSING WAREHOUSE STO | .50 | | REGULAR | CLASS | 1 | | P. <mark>,</mark> |
| | W0172818 | OCAM/550 | WALLACE BASEMENT REM | 7.50 | | REGULAR | CLASS | 1 | | P. |
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| Time-In/Time-Out | | | | | | | | | | |
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| Exempt Employee MOODAV Work Date 05 MAY 2000 Enter Liner MONTEE Enter Date 05 MAY 2000 | | | | | | | | | | |
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In the field to the right of the **"Employee"** button, enter the 6-character FAMIS ID for the person's time card – this is (usually) made up of the first 3 letters of their last name and the first 3 letters of their first name; there is a small number of exceptions to this rule.

Tab once and the person's name will fill in as your cursor arrives in the "Work Date" field.

FAMIS defaults to the current day, so you'll need to fill in the "day" numerically and tab onward – in the example above, you'd key a '5' and then press tab. Exceptions are if the time card is actually from a different month, in which case you'd type "5-may" in the example above – FAMIS will capitalize for you and fill in the current year.

The "Standing" work orders, like Coffee Breaks, all begin with an "S" on the time cards. The numbers also include the fiscal year and two additional "0"s not shown on the time card. So, when the time card shows S 227 for Coffee Breaks, during fiscal year 2009 you would enter S0900227.

Regular work orders actually start with "WO", but people don't generally include that on their time cards. So, for example, if they wrote "167298" on their time card you'd enter WO167298.

Enter a work order number from the time card into the far left column, under "WO Number". Then tab once to the "Hours" column and enter the hours for that work order from the time card. Next, press the **Arrow Key** down to the next line and repeat until all the work orders and hours on the time card have been entered.

When entering the work orders and hours, be very careful to check that the "WO Description" that pops up when you tab to the "Hours" field matches the brief handwritten description on the time card. Sometimes the person may have mis-written the work order number, and this is a check to make sure that they didn't. Since Facilities also uses FAMIS for their work orders, we need to be careful not to enter time on any of their work orders. Also, if a person is attempting to put time on a work order that's already been closed, FAMIS won't allow you to enter the hours – you'll get a warning message that the work order is closed. For these kinds of errors – a wrong work order or one that doesn't match the description on the time card – make a note in red ink on the time card and talk to the person who submitted the time card. Do the same if the total at the bottom of the FAMIS window doesn't match the total on the paper time card when all the hours have been entered.

At the bottom of the Time Card Entry form is a section for the times the person started and stopped work during the day – these apply to when they were actually on premises (breaks are considered "work", so you don't stop and re-start time for breaks).

On the next page you'll see how to fill out this section -

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| | S0900227 | | UR - COFFEE BREAKS | .50 | | REGULAR | CLASS | 1 | | |
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| | S0900234 | OCAM | UR - MEETINGS, SEMINARS | 1.00 | | REGULAR | CLASS | 1 | | |
| | W0153913 | OCAM/694 | HOUSING WAREHOUSE STO | .50 | | REGULAR | CLASS | 1 | 1 | |
| | W0172818 | OCAM/550 | WALLACE BASEMENT REM | 7.50 | | REGULAR | CLASS | 1 | | |
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By clicking on the **"Enter Default Time"** button, FAMIS will pull up the default times you entered on the employee's Employee form, in the Attributes section. If the time card matches the default, you're finished; if not, make appropriate changes (for example, if they went home early, etc.). If they were gone all day (sick, vacation, etc.), check the **"Absent"** box.

Once the time card is fully entered and everything matches, click the **"Save and Approve"** button. You'll get a small window about "Approval Process..." – either hit **Enter** or click the **"OK"** button on the small window.

Go on to the next Time Card $\ \ensuremath{\textcircled{\odot}}$

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Change History

| Date | Description | Changed By |
|----------------|-----------------------|----------------|
| 3 June, 2010 | Created Document | Mike Finkbiner |
| 29 March, 2012 | Added U of I Template | Tim Haight |
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